

**BRA/EDIC EMPLOYMENT OPPORTUNITY****PLEASE POST!!****TITLE:** PROGRAM CONTRACTS MANAGER, BCI**JOB VACANCY POSTING NO.** 38-01**POSTING DATE:** 5/17/01, REV: 5/22/01**EMPLOYMENT STATUS:** EDIC EMPLOYEE**EXTERNAL DATE:** 5/31/01**DEPT/DIV:** BOSTON CONNECTS, INC.**POSITION FILLED:****DATE:****NAME:**

**SUMMARY:** Under the direction of the Executive Director of Boston Connects, Inc., responsible for coordinating with the Jobs and Community Services staff all elements of issuance of Requests for Proposals (RFP's). Negotiate contracts. Conduct site visits to monitor for consistency with contract requirements. Provide technical assistance to community based organizations.

In coordination with the City's Jobs and Community Services staff, develop and manage all elements of issuance of requests for proposals and contracts recommended by Boston Connects, Inc. board addressing the strategy for education and job readiness services.

Manage the contracting process, including but not limited to, the negotiation and development of contracts. Initiate and review contract amendments as necessary.

Coordinate the review of RFP responses and maintain files, as appropriate, on the procurement process.

Conduct site visits to vendors to assist in monitoring operations in accordance with their contract terms; achievement of objectives; integrity of administrative systems; and quality assessment through classroom observation and informal interviews.

Provide technical assistance to community based organizations to expand the capacity to respond to: RFPs issued by Boston Connects, Inc. and the requirements of the U.S. Department of Housing and Urban Development's Performance Measurement Systems.

Represent Boston Connects, Inc. at meetings. Coordinate communication with vendors.

Manage special projects as assigned by the Executive Director of Boston Connects, Inc.

Perform other related duties as required.

**QUALIFICATIONS:** Work requires a Master's Degree in Human Services or a related field plus a minimum of seven years progressively responsible related work experience in the Social Services area. Must have excellent knowledge and understanding of organizations providing social services within the City of Boston. Excellent organizational and written communication skills are required. Must have strong interpersonal skills and research skills.

**GRADE: 21****HIRING RANGE: \$47, 014.97-\$60, 000.**

To apply: Submit resume/application to Human Resources, BRA, 43 Hawkins Street, Boston MA 02114

**An Affirmative Action/Equal Opportunity Employer**

**Auxiliary aids and services are available upon request to individuals with disabilities.**

**APPLICANTS MUST BE RESIDENTS OF BOSTON ON DATE OF HIRE**